

JOB DESCRIPTION

Development Officer

CLASSIFICATION / POSITION TYPE

Non-Exempt, Part Time

HOURS

20 to 25 hours per week, Mondays through Fridays during school year. Reduced flexible hours during summer months, approx 4 to 10 hours per week. Occasional weekend and evening hours required.

LOCATION

Work typically to be performed onsite. Occasional travel for offsite events and meetings.

JOB OVERVIEW

The Development Officer reports to the Head of School, and his/her success and innovation will be critical to achieving the school's mission. Closely collaborating with Head of School, the Development Officer will help develop and execute a fundraising vision and strategy to support the expansion of a passionate, proven school poised for significant growth and opportunity in the future.

ESSENTIAL FUNCTIONS

- Manage and execute tasks for development campaigns and events - including planning, budgeting, venue and vendor selection and coordination, event invitations, communications, registration, tax receipts, thank yous and follow-up activities.
- Maintain and update donor database, prepare and mail solicitations, track gifts, manage pledges, send acknowledgement letters to donors, and prepare requested donor queries and reports.
- Manage Annual Giving campaign – including work closely with Head of School and Development Committee to coordinate personal solicitations.
- Attend and manage “day of” logistics for fundraising events – including coordination of vendors and parent volunteers and collecting/tracking funds received during the event
- Work closely with Marketing to coordinate fundraising messaging via social media and/or direct mailings.
- Assist the Head of School with revamping the school’s vision and strategy for Development – including evaluating past successes and timelines and recommending creative modifications to formalize and expand fundraising efforts.
- Cultivate relationships with prospective and past donors including current and alumni students and families, community members and local businesses.
- Prepare fundraising reports for the Head of School and Development Committee as requested.
- Grants management - research grant opportunities, prepare grant applications, proposals and budgets, and manage reporting requirements of awarded grants.

REQUIREMENTS AND QUALIFICATIONS

- Minimum 2 years of professional non-profit development experience.
- Demonstrated ability to perform with a can-do, roll-up-your-sleeves spirit.
- Proven ability to take initiative to develop, manage and drive projects to completion.
- Flexibility to multitask and wear many hats within a small organization.
- Proven successful track record with collaboration and the ability to connect with multiple constituents and people of all backgrounds.
- Bachelor's degree in marketing, communications, public relations, or related field.
- Demonstrated ability to prepare excellent written and oral communication with strength in copy writing.
- Exemplary organization and time-management skills with strong attention to detail.
- Advanced proficiency with software programs including Microsoft Office, WordPress, and Constant Contact.
- Advanced CRM database skills including query and report design, experience with DonorPerfect or similar, a plus

PERFORM OTHER DUTIES AS ASSIGNED

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by this position. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position. TCPS reserves the right to revise the job description at any time.

SALARY AND BENEFITS

Part time, wage range \$22 to \$25 per hour. Paid sick leave and flexible schedule.

TO APPLY

Send cover letter and resume to Assistant Head of School, Donny Kim at dkim@tcps.org